

## **ELECTION DEPARTMENT MEETING MINUTES**

Date and Time: Tuesday, October 19, 2021, 3:00 PM

Place: City Hall, 15 Summer Street  
2nd Floor Conference Room

Attendees:

- Dan Barbour
- Jason Roomes
- Carol Welch
- Pamela Menconi
- Jeanette Berrios

Absent:

- Frank Biedak

The meeting was called to order at 3:00 PM.

**A motion was made by Commissioner Roomes to accept the minutes of the meeting dated October 5, 2021. So voted unanimously.**

### **COMMUNITY INPUT**

None

### **NEW BUSINESS**

#### **Discussion of November 2 General Election**

Chairman Barbour asked the Director to lead the discussion. The Director advised that the election was two weeks from the current date. The office was currently handling vote by mail and absentee ballots. Processing was on a daily basis, both for mailing out and logging those received back. The voting machines were scheduled to be tested on October 27 and right on schedule.

Ms. Welch asked if they is anything that the Board can be helpful with on Election Day. The Director responded that help is always appreciate handling phone calls and maintaining organization at the end of the night when the poll workers return to the City Hall. Chairman Barbour addressed limiting the volume of people coming into the office to minimize confusion and maintain an orderly system for processing results. The Director agreed and advised that a

system will be implemented to have one ward and precinct in the office at a time to minimize the volume.

Chairman Barbour asked if assistance from John with ES&S would be available on Election Night. The Director explained that he will be available by telephone if any questions or concerns arise. Chairman Barbour asked about staffing for this election. The Director replied that staffing was not an issue at this time for this election.

**Old Business -Update on the vault**

Chairman Barbour asked for an update on the vault for current ballots. The Director replied that she has been in contact with Rick Ames from the Building Department and the materials have been ordered and will be arriving in 6 to 8 weeks.

Next date for meeting November 16, 2021 at 3:00pm

Meeting adjourned at 3:07

Respectfully submitted,

Carol Welch, Secretary